

CALHOUN COMMUNITY COLLEGE

CALHOUN *Athletics*

BASEBALL • SOFTBALL • GOLF • ESPORTS



**ATHLETIC HANDBOOK
2020-2021**



ATHLETIC HANDBOOK 2020-2021

MEMBERSHIP

Calhoun Community College is a member in good standing of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). All policies and procedures of these organizations are published in an annual handbook. Calhoun Community College participates under all guidelines mandated by the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). The Calhoun Community College Athletic Department competes in the Northern Division of the ACCC as an NJCAA Division I participant.

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity on the basis of race, color, religion, gender, age, national origin, disability, marital status or any other protected class.

Calhoun Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Calhoun Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Calhoun is a member of the American Association of Community Colleges and the Alabama Community College System

Calhoun Community College is a tobacco-free college.

INTRODUCTION

“Live by the creed that a strong work ethic, playing by the rules, and doing things the right way will bring about opportunities for success and ultimately, happiness.”

Nick Saban

Welcome to the Calhoun Community College family. Our staff thanks you for joining our Calhoun Athletic teams. The Calhoun collegiate experience is anchored with an athletic legacy and a rich tradition of quality education.

This Athletic Handbook was written to familiarize student athletes and their parents with the policies and procedures in the Athletic Department. *This handbook is written within the guidelines of the policies and regulations of Calhoun Community College on page eight of the College Catalog and in no way supersedes any policy of the College.* All student athletes and members of the Athletic Department are expected to abide by the procedures in this handbook and exemplify model citizenship at the college and in the community. In addition to the Athletic Handbook, student-athletes must adhere to the policies, procedures and regulations outlined in the College Catalog and Student Handbook.

All questions or concerns not answered by this handbook should be directed to the Athletic Director, Dr. Nancy Keenum, and/or to Dr. Patricia Wilson, Vice President of Student Services.

NJCAA ALL-AMERICANS

2011
Hunter Kelly - Baseball

2016
Carson Jones - Baseball

2019
Sam Murphy - Golf

NJCAA ALL-ACADEMIC TEAM 2020

Easton Williamson

Tyler Legere

Tanner DeVane

Mallory Lott

Savannah Stamps

Destinee Hargrove

Matilyn Kerr

Caroline Parker

Morgyn Sparkman

Peyton Colvard

Garrett Gustafson

Harvey Carpenter

William Childers

William Turley

Emari Hutto

Aubrey Little

Brantley Palmer

Fall Semester

Fall Kick-Off	W	Aug	12
Duty Day	R	Aug	13
Duty Day	F	Aug	14
Registration/Duty Day	M	Aug	17
Registration/Duty Day	T	Aug	18
Classes Begin	W	Aug	19
Drop/Add	W-T	Aug	19-25
Holiday - Labor Day	M	Sep	7
Professional Development	F	Oct	2
Holiday - Veterans Day	W	Nov	11
Duty Day (No Students)	W	Nov	25
Holiday - Thanksgiving	R	Nov	26
Holiday - Day after Thanksgiving	F	Nov	27
Final Exams	T-M	Dec	8-14
Duty Day	T	Dec	15
Fall Grade Reporting by Noon	W	Dec	16
Non-Instructional Duty Days		Dec	17-22

Minisession I:	Aug 19 - Oct 13
Minisession II:	Oct 14 - Dec 9
Weekend Minisession I:	Aug 24 - Oct 10
Weekend Minisession II:	Oct 17 - Dec 12

Spring Semester

Duty Days	M-F	Jan	4-8
Professional Development	T	Jan	5
Registration/Duty Days	W-F	Jan	6-8
Regular Session Classes Begin	M	Jan	13
Drop/Add	M-R	Jan	13-16
Holiday - Dr. Martin Luther King Jr.	M	Jan	20
Professional Development/Duty Day	F	Mar	13
Spring Break - Includes Weekend	M-S	Mar	22-27
Spring Break/College Closed	R-F	Mar	25-26
Assessment Week	M-F	Apr	12-16
Final Exams	M-S	May	3-8
Duty Day	M	May	10
Spring Grade Reporting by Noon	T	May	11
Faculty Duty Days (Summer Term)	W-R	May	12-13
Graduation	F	May	14
Faculty Leave Days	M-F	May	17-21

Minisession I:	Jan 11 - Mar 4
Minisession II:	Mar 8 - May 4
Weekend Minisession I:	Jan 16 - Mar 6
Weekend Minisession II:	Mar 13 - May 8

Summer Semester

Faculty Duty Days	W-R	May	12-13
Registration Days and Non-Instructional Duty Days	MF	May	17-21
Classes Begin	T	May	26
Drop/Add		May	26-28
Holiday - Memorial Day	M	May	31
Delayed Start Classes Begin	W	June	2
Holiday - Independence Day	M	July	5
Final Exams	W-T	July	28 -
Aug 3			
Duty Day	W	Aug	4
Summer Grade Reporting by Noon	R	Aug	5

Minisession I:	May 24 - Jun 28
Minisession II:	Jun 29 - July 29

The College will be closed the following ten holidays:

Monday	September 7, 2020	Labor Day
Wednesday	November 11, 2020	Veterans Day
Thursday	November 26, 2020	Thanksgiving Day
Friday	November 27, 2020	Day After Thanksgiving
Thursday	December 24, 2020	Christmas Eve
Friday	December 25, 2020	Christmas Day
Friday	January 1, 2021	New Year's Day
Monday	January 18, 2021	Martin Luther King, Jr. Day
Monday	May 31, 2021	Memorial Day
Monday	July 5, 2021	Independence Day Holiday

In addition, the College will be closed the following days:

Wednesday	December 23, 2020
Monday	December 28, 2020
Tuesday	December 29, 2020
Wednesday	December 30, 2020
Thursday	December 31, 2020
Thursday	March 25, 2021
Friday	March 26, 2021

Faculty Duty Days & Instructional Days by Semester

Fall	Faculty Duty Days	Instructional Days
August	5	9
September	0	21
October	1	21
November	1	17
December	3	10

Spring	Faculty Duty Days	Instructional Days
January	5	14
February	0	20
March	1	16
April	0	22
May	3	5

Summer	Faculty Duty Days	Instructional Days
May	2	5
June	0	22
July	0	21
August	2	2

Grand Totals

Semester	Faculty Duty Days	Instructional Days
Fall	10	78
Spring	9	78
Total	19	156
Summer	4	50
GRAND TOTAL	23	206

GENERAL INFORMATION

Founded: September 1947
 President: Dr. Joe Burke (interim)
 Enrollment: Approx. 9,000
 Conference: National Junior College Athletic Association
 Region XXII Division I
 Team Colors: Royal Blue and White
 Nickname: Warhawks/Lady Warhawks

ATHLETIC STAFF

Academic Advisor

Gina Loosier
 M.A., University of North Alabama

Athletic Director

Nancy Keenum
 Ed.D., Nova Southeastern University

Baseball Coach

Cody Gaskill
 B.S., Athens State University

Softball Coach

Bart Stephenson
 B.S., Athens State University

Men's Golf Coach

Richard Morgan
 B.A., University of Alabama

Women's Golf Coach

Arin Eddy
 B.S., University of Montevallo

Esports Coach

Dr. John Gaines
 Ph.D., Texas Tech University
 Wes Harris
 M.A., Liberty University

Baseball Assistant

Johnathan Wilkins
 A.S., Mercer County CC

Softball Assistants

Morgan Weatherwax
 A.S., Wallace State-Hanceville
 Wade Harrison
 A.S., Northwest-Shoals

Esports Assistant

Casey Knighten
 B.A., University of Alabama
 Tyler Andrews
 M.A., University of North Florida

Athletic Secretary

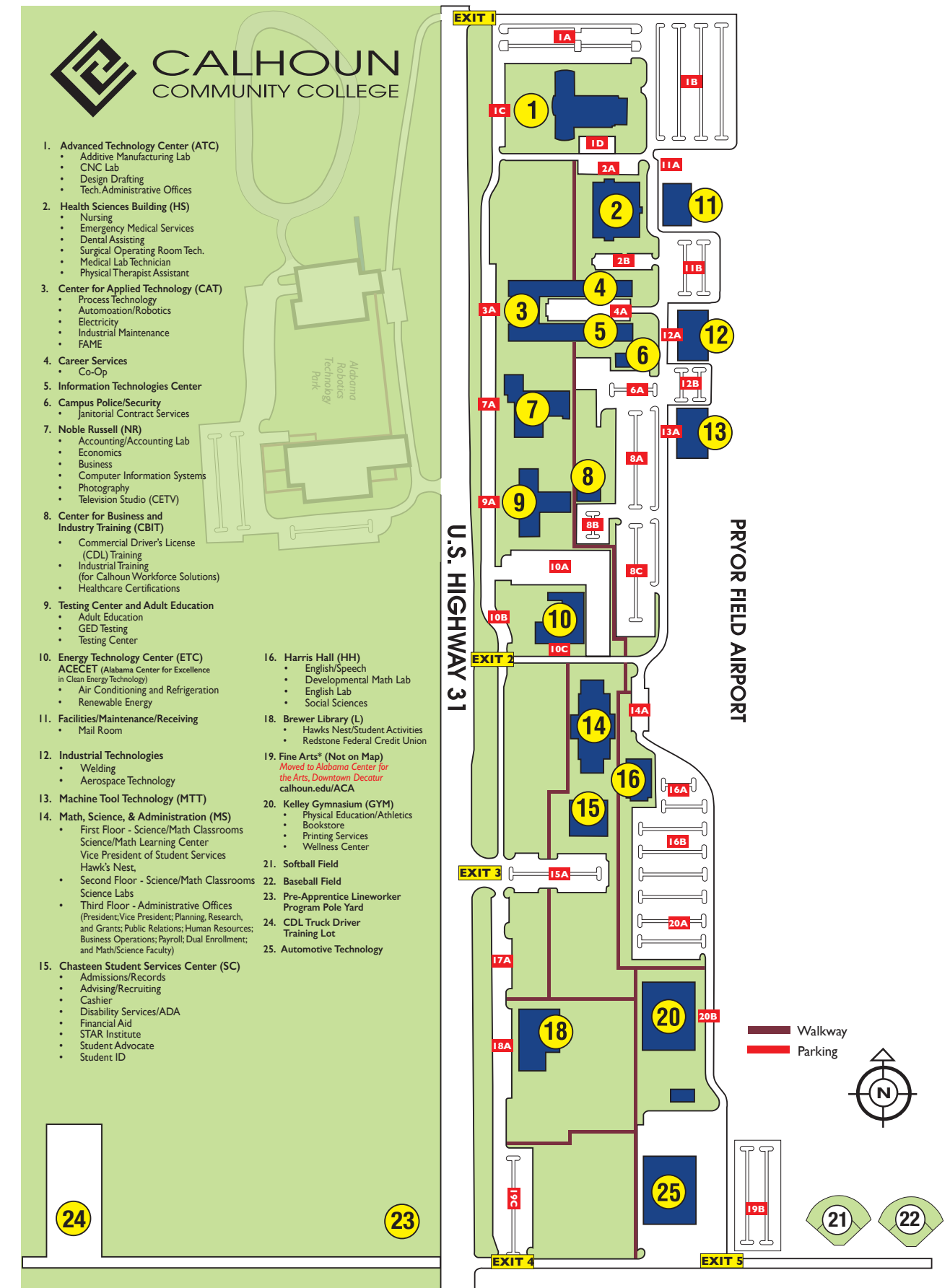
Crystal Higginbotham
 B.B.A., Athens State University

Athletic Trainer

Encore Rehabilitation
 Bryan McClendon

IMPORTANT CONTACTS

Absences/CourseworkInstructor
 Academic AdvisingGina Loosier
 Academic Assistance/Tutors..... STAR Institute
 Academic Programs Advising Center
 Address Change Admissions Office
 Adding or Dropping a Class Gina Loosier/Coach
 Admissions Admissions Office
 AthleticsGymnasium/Nancy Keenum
 Athletic InsuranceGymnasium/Crystal Higginbotham
 Books/SuppliesBookstore
 Career Information/Job Placement Career Services/
 Kelli Morris
 Catalogs Admissions Office
 Clubs & OrganizationsStudent Activities Facilitator/
 Kelly Hovater
 College-Related Problems Student Advocate Office/
 Carla Swinney
 Counseling Services Vice President of Student Services
 Disabilities Disability Services/
 Ina Wilson Smith
 Fees/RefundsBusiness Office
 Final Exams (Reschedule)Vice President for Instruction
 Financial AidStudent Financial Services/Pam Thurman
 GED TestingAdult Education
 Grade Change/GradesInstructor
 Graduation ApplicationsAdmissions
 GraduationAdmissions
 Lost and Found Security/Campus Police Office
 Math DifficultiesMath Learning Ctr.
 Music (Band and/or Chorus)Music Department
 Parking PermitsChasteen Student Center
 Placement TestsAdvising Center
 Probation and Suspension Registrar/Admissions
 Quality Points Admissions Office
 RegistrationGina Loosier
 ScholarshipsStudent Financial Services/Pam Thurman
 Scholarships (outside agencies)..... Business Office/Carla Larry
 Selective Service..... Student Financial Services
 Social Functions SGA
 STAR Institute Valerie Cox
 Student Government AssociationStudent Government Office
 Testing (proctored) Testing Center
 Transcripts Admissions Office
 TransferAdvising Center
 Transfer Credit to CalhounRegistrar
 Withdrawal (from College or certain courses) Academic Advisor/Coach
 Work Study Student Financial Services (Cherri Scott)





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Calhoun Switchboard	(256) 306-2500	Bart Stephenson	(256) 306-2983
Security /Campus Police.....	(256) 306-2574	<i>Softball Coach</i>	Kelley Gym/K-108
Emergency Calhoun Security.....	(256) 306-2911	<i>bart.stephenson@calhoun.edu</i>	Cell: (256) 898-4905
Dr. Joe Burke.....	(256) 306-2555	Dr. John Gaines.....	(256) 306-2748
<i>Interim President</i>		<i>Esports Coach</i>	Harris Hall/H-251
<i>joe.burke@calhoun.edu</i>		<i>john.gaines@calhoun.edu</i>	
Dr. Patricia Wilson.....	(256) 306-2613	Wes Harris.....	(256) 306-2977
<i>Vice President of Student Services</i>		<i>Esports Coach</i>	HSV/133D & Noble Russell NR-116
<i>patricia.wilson@calhoun.edu</i>		<i>wesley.harris@calhoun.edu</i>	Cell: (256) 444-5296
Gina Loosier.....	(256) 306-2761	Admissions	(256) 306-2593
<i>Athletic Academic Advisor</i>		Bookstore - Kelley Gym	(256) 306-2767
<i>victoria.mould@calhoun.edu</i>		Business Office.....	(256) 306-2541
Crystal Higginbotham.....	(256) 306-2858	<i>Math-Science-Administration Building</i>	
<i>Athletic Office Secretary</i>		Financial Services.....	(256) 306-2624
<i>crystal.higginbotham@calhoun.edu</i>		<i>Pam Thurman, pam.thurman@calhoun.edu</i>	
Dr. Nancy Keenum	(256) 306-2850	STAR Institute	(256) 306-2594
<i>Athletic Director</i>		<i>Chasteen Student Center</i>	
<i>nancy.keenum@calhoun.edu</i>		Wellness Center - Kelley Gym/K-126..	(256) 306-2792
<i>Cell: (256) 306-6030</i>		Team Physicians.....	(256) 350-0362
Arin Eddy.....	(256) 306-2546	<i>Decatur Orthopaedic Center</i>	
<i>Women's Golf Coach</i>		Athletic Insurance (secondary)	800-445-3126
<i>arin.eddy@calhoun.edu</i>		<i>Bob McCloskey Insurance (BMI)</i>	
<i>Cell: (256) 466-2126</i>		Athletic Trainers.....	(256) 350-6331
Richard Morgan.....	(256) 306-2857	<i>Encore Rehabilitation</i>	
<i>Men's Golf Coach</i>		<i>Bryan McClendon</i>	(256) 431-1917
<i>richard.morgan@calhoun.edu</i>		Drug Testing	(256) 353-4325
<i>Cell: (256) 468-9945</i>		<i>Occupational Health Group</i>	
Cody Gaskill	(256) 306-2840	Alabama Community College Conference	
<i>Baseball Coach</i>		<i>www.acccathletics.com</i>	
<i>cody.gaskill@calhoun.edu</i>			
<i>Cell: (931) 625-3727</i>			

CALHOUN STUDENT-ATHLETES:

Participation in intercollegiate athletics is a privilege. Academic success is a primary goal of our athletic staff. As a student-athlete, expectations are high and much is required in your "PASSION FOR SUCCESS" (PFS) pursuit. We wish you the best and look forward to sharing in your success!!



Gina Loosier
Athletic Academic Advisor



Dr. Nancy Keenum
Athletic Director



Richard Morgan
Men's Golf Coach



Arin Eddy
Women's Golf Coach



Cody Gaskill
Baseball Coach



Bart Stephenson
Softball Coach



Crystal Higginbotham
Athletic Secretary



Dr. John Gaines
Esports



Wesley Harris
Esports

LETTER from the PRESIDENT



Dear Student-Athlete:

Welcome to Community College and thank you for choosing us to continue your education. At CCC, we want to create an environment where you can to develop your athletic talents as well as your academic talents. We strive to make sure our athletic program provides you with the opportunity to excel on the field while you make new friends, fond memories, and gain an excellent education.

As you know, we all are dealing with some unusual circumstances right now with the pandemic. The athletic director and coaches are preparing the safest environment they can for you to be sure you stay well and safe. The Alabama Junior College Athletic Association and the College are working to provide opportunities for competitions and, at the same time, taking precautions to limit the spread of COVID-19. We greatly appreciate your help with this effort!

Calhoun's vision of "success for every student" is one that we take very seriously. Please take advantage of the Student Services resources designed to help you be a successful student.

Best wishes for a successful and productive school year!
Go Warhawks!

Sincerely,

Joe Burke
Interim President

LETTER from the VICE-PRESIDENT of STUDENT SERVICES



Dear Student-Athlete:

Is it my pleasure to welcome you to Calhoun Community College. Calhoun has a rich tradition of academic excellence and out-standing athletic performance. Your status as a student-athlete affords you the unique opportunity to excel, both in the classroom and on the field of play. I encourage you to take full advantage of available support services such as advising and tutoring to assist you in reaching your academic goals this year. Finally, feel free to contact me if I can be of assistance.

Sincerely,

Dr. Patricia Wilson
Vice President of Student Services

STUDENT RECORDS and TRANSCRIPTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets the requirements pertaining to the privacy of student records. Calhoun Community College will follow the guidelines as outlined on pages 11-12 of the College Catalog.

DUE PROCESS for STUDENT ATHLETES

Student athletes are guaranteed procedural due process in all cases involving formal discipline charges. The Vice President of Student Services, in her role of student advocate, will attempt to deal informally with discipline problems prior to the filing of formal charges. Emphasis, either informally or with a formal charge, will be placed upon achieving a satisfying resolution rather than on seeking to emphasize guilt and punishment. In the event resolution of the conflict cannot be informally mediated by the coach, the Athletic Director, or the Vice President of Student Services, formal proceedings will follow as outlined in the College Catalog.

COUNSELING and ADVISING

Gina Loosier, academic athletic advisor, will be available to advise student athletes as to which classes should be taken each semester. Athletes must meet with Mrs. Mould prior to registration each semester.

In addition, the Career Services staff provides assistance to student athletes and prospective student athletes in making educational, personal, and career choices. Career planning and job placement opportunities are available to all student athletes enrolled at Calhoun Community College. Computerized and printed information is available on salaries, employment opportunities, and educational requirements for hundreds of different careers as well as interest inventories, information on job search skills, and job placement. Student athletes wishing to take advantage of this service should make an appointment in the Career Services office, located in building #4 on the Decatur campus, (256) 306-2602.

STUDENT ATHLETE RIGHTS

Each student athlete may be requested by each coach to complete an athletic information form. This form

provides information for the coach, athletic secretary, and public relations office. It provides important information in the preparation of brochures and news releases. It is important that the student athlete read and sign the form on the back page. Due to the Privacy Act (which deals with the releasing of confidential information about students), it is required that a signed copy of the form be on file before any information may be released on an individual athlete.

EQUITY in ATHLETICS DISCLOSURE ACT

The Equity in Athletics Disclosure Act (EADA) requires co-educational institutions of higher education to prepare annually – and make available to students, potential students and the public – a report on participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. This information is on file in the Vice President of Student Services office.

“No matter how good you get, you can always get better and that’s the exciting part. The greatest thing about tomorrow is I will be better than I am today.”

— Tiger Woods

“Nine-tenths of discipline is having the patience to do things right.”

— Pat Summitt

PROCEDURES for REGISTRATION

1. Confer with Gina Loosier, academic advisor, and your coach, each semester. Arrange for an appointment for your appropriate registration date and time. Phone 306-2736. Current academic schedules for registration are available at www.calhoun.edu.
2. All student-athletes will be responsible to register online for classes after they have been advised by Gina Loosier. Follow procedures at www.calhoun.edu. Click MyCalhoun. Log in with "A" number and PIN (DOB). Student athletes do not have schedule change access.
3. All college fines must be paid prior to submitting an academic schedule for registration.
4. Do not drop or withdraw from a class without permission from the academic advisor and your coach. All schedule changes will be made by Gina Loosier.

ATHLETIC SCHOLARSHIP BOOKS

1. Pick up your schedule and books from the bookstore at the assigned date/time. Student athletes must have picture ID and a copy of their schedule
2. During finals week, return ALL books to the athletic office. Return all unopened/unused codes. You must return books prior to departing campus for the semester break.
3. Student athletes will pick up the following semester's books as scheduled. A current schedule must be presented.

IF YOU FAIL TO RETURN ALL BOOKS, THE ATHLETE MUST PAY FOR ALL BOOKS THAT ARE NOT RETURNED.

IF A STUDENT WITHDRAWS FROM A CLASS, THE BOOK MUST BE RETURNED TO THE BOOKSTORE IMMEDIATELY.

If you fail to follow all textbook procedures, you may be required to pay for your books and a transcript hold will be placed on your account.

COURSE PLACEMENT TESTING

Student athletes may be required to complete the placement examination prior to registration. College guidelines and exemptions are located in the college catalog at catalog.calhoun.edu.

The placement test is administered at the Decatur and Huntsville campuses by appointment. Call 306-2648 (Decatur), or 890-4770 (Huntsville), to schedule an appointment or you may register online at www.calhoun.edu/advising.

SELECTIVE SERVICE

Act No. 91-584 passed by the Alabama Legislature requires that males 18-26 must register with the Selective Service before they may enroll with any state educational institution.

PARKING and TRAFFIC REGULATIONS

Student athletes who are enrolled at Calhoun Community College are required to affix a parking pass to the rear view mirror of their automobile or where visible on motorcycles, regardless of location. Athletes will receive the decals at the initial athletic meeting or you may obtain your decal in the Chasteen Student Center.

GRADUATION

Calhoun Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, and certificates for non-degree programs.

Apply by October 15 of your sophomore year. All athletes are expected to graduate with a degree upon completion of their eligibility. Instruction on how to apply for graduation are available at calhoun.edu/graduation. Students who are awarded a degree or certificate will receive a printed document for each credential earned, free of charge. Students participating in the graduation ceremony are required to purchase the graduation packet (cap, gown, diploma cover, etc.) from the bookstore for approximately \$50.

FINANCIAL AID

All athletic scholarship recipients must apply for Financial Aid.* Student athletes should communicate with personnel in the Office of Student Financial Services. Additional information may be found in the College Catalog. Other financial aid programs available at Calhoun Community College include the following:

1. Pell Grants
2. Federal Supplemental Education Opportunity Grants (FSEOG)
3. Federal Work-Study
4. Federal Direct Student Loan
5. Alabama Student Assistance Grants (ASAG)
6. Scholarships
 - a. Academic
 - b. Senior Adult Program Scholarship
 - c. Calhoun Foundation
 - d. Fine Arts
 - e. Student Activity and Leadership
7. Veterans, Service members, and Their Dependents' Benefits
8. Workforce Investment Act (WIA)

Calhoun students are not allowed to receive additional Calhoun scholarships combined with an athletic scholarship. Athletes may receive FSEOG or Work-Study in addition to an athletic scholarship. If a student athlete receives additional scholarships from an outside agency that cover tuition, a refund check will be mailed to the student's permanent address after the 4th week of the semester.

ATHLETIC SCHOLARSHIPS

* All student athletes are required to complete a Free Application for Federal Student Aid (FAFSA) each year.

GRANTS-IN-AID

Athletic scholarships and manager scholarships will cover the cost of books, tuition, and fees for a maximum of 73 semester hours, not including remedial classes or team activity classes. Physical education courses corresponding to the athlete's intercollegiate team will be allowed in addition to the 73 hours. The Athletic Scholarship will provide for six credit hours during summer school as not to exceed the yearly semester hour limit. Student athletes will be allowed one (1) online course during the summer term. The annual 35 semester hour limit will be adjusted to meet the 73 two-year limit. If an athlete

withdraws from a class, he/she will be required to pay for the course in the future. The athletic scholarship will pay to repeat a class one time if the student fails the course. Returning third-year sophomores (2020-2021) will receive the same scholarship aid as in 2019-2020.

The estimated value of an athletic scholarship each year is \$11,000 for in-state student-athletes and \$15,500 for out-of-state student-athletes. Annual estimates are calculated for Fall, Spring, and Summer terms to include tuition, books, and fees.

Recipients of an athletic scholarship will be asked to sign a Scholarship Agreement Form and a National Letter of Intent (LOI) with an account in the NJCAA Connect System. The LOI will be filed with the National Junior College Athletic Association. In addition, copies will be retained by the College and the scholarship recipient. All athletic scholarship recipients must complete a FAFSA.

Cancellation of an athletic scholarship is permitted:

1. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; (OR)
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program; (OR)
3. Volunteer non-participation.
4. **If the athlete elects to not participate on the team, he/she forfeits their athletic or manager scholarship and will be responsible for all current and future tuition, books, and fees immediately.**

As part of the scholarship agreement, each scholarship recipient will be issued books and/or online codes from the College Bookstore each semester. It is the student athlete's responsibility to turn in books immediately upon completion of your finals and to pick up books at the assigned time, if applicable. Book codes must be returned with the books if unopened/unused. Failure to do so will result in the athlete having to purchase books for the next semester. These books are on loan; therefore, athletes will be responsible for any charges resulting from damage or loss. Should the athlete fail to return the books, a hold will be placed on the student's account.

Student athletes may be asked to complete an exit evaluation/interview when they leave the Calhoun Athletic Department.

INSURANCE COVERAGE

Calhoun Community College provides accident insurance coverage for student athletes, managers, and student coaches. The accident insurance provides coverage for intercollegiate play, practice, and travel. Insurance coverage is not provided for students participating in a tryout. Any student participating in a try-out will be asked to sign a Release from Liability and Hold Harmless Agreement.

All injuries should be immediately reported to the Head Coach. The coach will speak with the Encore Athletic Trainer to determine if medical treatment is required. All medical evaluations and physical therapy appointments should be scheduled at a convenient time, not to miss class or practice. Contact your coach prior to scheduling an appointment for medical services. **The student athlete and coach are required to complete a BMI (Bob McCloskey Insurance) injury report on the day of the injury, prior to the initial doctor's visit. The athlete MUST present the physician's office with the signed injury report and a copy of the Insurance Referral form (see Appendix). A copy of the injury report form will remain in the Athletic Office.**

The accident insurance policy provided by the College is secondary coverage and will be implemented in excess of any other coverage you or your parents may have. The athletic insurance is negotiated through the ACCC conference annually. **There is a \$ 5,000.00 deductible that must be met prior to Calhoun's insurance being activated. The Calhoun Community College athletic insurance will not cover any co-payments required by the primary insurance until the \$5,000 deductible is met. For uninsured student-athletes, BMI will be the primary coverage and will cover intercollegiate play, practice, and travel after the \$5,000.00 deductible is met.**

The college may assist student-athletes with unpaid medical expense for an injury during a college activity. Students must complete the Uninsured Medical Costs Claim Form in the Appendix and submit all requested documents to Dr. Nancy Keenum. The primary insurance must have been exhausted prior to students requesting assistance. If you have questions, contact Mrs. Carla Larry in the Business Office (256) 306-2540.

Calhoun Community College does not provide health insurance coverage for the student-athlete. Insurance coverage for any health-related illness is the responsibility of the student-athlete.

Each individual who participates in the athletic program at Calhoun Community College must have an insurance information questionnaire and a copy of your personal insurance card on file in the athletic office to receive athletic insurance coverage. All information must be completed and on file prior to the first athletic contest.

If an athlete has an injury during practice or game, the athlete must present a copy of the BMI Injury Claim form (signed by the coach) to the physician or Emergency Room attendant and a copy of their insurance information on the initial visit. The claim form is to be returned to Crystal Higginbotham, the athletic secretary, the following school day.

Calhoun Community College has 90 days to file the injury report with Bob McCloskey Insurance, www.bobmccloskey.com. To complete the insurance claim, the student-athlete must have the BMI Injury Claim form (appendix, page), itemized physician/physical therapy/hospital statements, and the primary carrier statement to the Athletic Office. It is imperative all paperwork be completed in a timely manner. Claims will not be processed without all required elements.

PHYSICAL EXAMINATIONS

The National Junior College Athletic Association requires each athlete to have a physical examination before participating in any athletic practice session and/or game. All student athletes and managers must pass a physical examination by the Calhoun physicians prior to the first official practice to be eligible for athletic insurance coverage.

Each individual who participates in the athletic program at Calhoun Community College must complete an athletic health examination record. Student-athletes will receive the required documentation for the physician to complete in the mail. This examination record aids the physicians in performing a complete physical examination. All players and managers must arrange for the medical exam with a physician prior to returning to campus for the Fall semester.

All students will be required to sign a drug test consent form with the ACCC and college, giving the athletic department staff permission to drug test the student at any time. The drug policy is created by the Alabama Community College System. Student-athletes are subject to random drug testing throughout the year. The ACCC Drug Policy is appendix __, page ____.

ELIGIBILITY

There are three levels of compliance for all athletes at Calhoun Community College.

1. National Junior College Athletic Association (NJCAA)
2. Alabama Junior & Community College Conference (ACCC)
3. Calhoun Community College

The steps for achieving and maintaining athletic eligibility as mandated by the NJCAA and the ACCC are outlined below under REQUIREMENTS FOR ATHLETIC ELIGIBILITY. Calhoun Community College has established certain eligibility regulations outlined below under ACADEMIC STANDARDS OF PROGRESS.

REQUIREMENTS for ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA.

- A. Student-athlete must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the sport season in which the student athletes choose to participate, within 18 calendar days from the beginning of the term. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes who drop below 12 hours are ineligible until full-time status is regained within that term.
- D. Student athletes will be enrolled in 15-16 credit hours each semester.
- E. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation:
 1. Zero (0) Previous Terms of Full-Time College Enrollment: A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
 2. One Previous Term of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR
 3. Two or More Previous Terms of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-term enrollment.
 4. Best Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to

participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve

5. Total Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
 - a. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR.
 - b. A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of to maintain eligibility.
- F. Second Season Academic Requirements: Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant AND
 1. Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR
 2. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
 3. If the student-athlete has been enrolled in two quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher.
- G. Third year sophomores: the 2020-21 academic year which only applies to graduates. • A student-athlete who was enrolled at a college or university as a full-time student in the spring 2020 term, and graduates at the end of the spring 2020 OR fall 2020 term, may participate in the spring 2021 NJCAA sports season while enrolled in a minimum of six (6) credit hours. All six (6) credit hours must begin before the end of the published regular-season schedule of the student athletes chosen sport. The institution must document that the student-athlete has completed all degree requirements, as determined by the institution. This one-time allowance is ONLY for students who were enrolled full-time at a college or university in the spring 2020. Student athletes must not have previously competed in two or more seasons of the desired sport.
- H. Due to the Covid-19 suspension of the Spring 2020 season, the NJCAA has made some accommodations for the Fall 2020 semester only for students enrolled in Spring 2020. If spring 2020 was one of the full-time terms the required credit hours are reduced by six (6) credits. Students who were not enrolled as full-time students at a college or university in the Spring 2020 academic term must meet the standard academic progress requirements.
- I. Students not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following
 1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 2. Their return from a religious mission.
 3. Their graduation from a high school or receipt of an equivalency diploma.
 4. Their transfer from an NJCAA member college which dropped a sport after the school year begins.
 5. A student attending a multi-campus college may, if at a campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers the sport.

- J. Students must not have previously competed during two (2) seasons in a given sport at any intercollegiate level. For 2020-2021, the NJCAA is allowing a student who was enrolled in Spring2020 as a sport participant is allowed a third year of eligibility. The student must meet all current eligibility requirements.
- K. Students that satisfy one of the five exceptions become eligible after the previous term has ended upon registration as a full-time student for the new term. (Students must be added to the eligibility form before participating.)
- I. **AMATEURISM**
Amateur athletes are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. An athlete must maintain amateur status at all times once they reach their 19th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.
- J. **TRANSFER**
A student-athlete who has attended another college may not be immediately eligible for participation at Calhoun Community College. All NJCAA guidelines must be met prior to establishing eligibility. **A Transfer Waiver and Release is required for all transfer student athletes.**
- K. **HARDSHIP**
A hardship is available for a student-athlete who suffers an injury, illness, or situation which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules. The student-athlete must not have participated in more than 30 percent of the college's regular season schedule. Hardship applicant must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship. The injury/illness or situation must be season ending in nature. Entry into an athletic contest of any regular scheduled contest during the collegiate year shall constitute one (1) season of participation.

ACADEMIC STANDARDS OF PROGRESS

Academic standards of progress have been developed to ensure that you will be eligible to graduate from Calhoun Community College.

- 1. Each team coach has responsibility for his/her team's academic progress.
- 2. **Student athletes and managers will be required to attend study hall for 2 hours a week in a virtual and /or physical environment of the STAR Institute. Two weekly tutoring appointments satisfy this requirement.**
- 3. Grade checks will be distributed by your coach each

- semester to evaluate your progress. **Students who fail to submit their grades at this time will not participate in any game or practice until their grades have been received.** Copies will be forwarded to the Athletic Director within one week of mid-term.
- 4. All student athletes and managers who fall below a "C" in any course at the mid-term may be required to attend additional study hall.
 - 5. All student athletes and managers who fail to have a 3.0 overall grade point average at the end of the semester may be required to attend an additional weekly study session the entire subsequent semester.
 - 6. No student athlete will participate in tournament play if academic eligibility requirements were not met at the end of the term.
 - 7. In the off-season, a student athlete with a grade point average below 3.0 and who refuses to participate in study sessions, may forfeit his/her chances of signing a scholarship agreement for a second year.
 - 8. All students must come prepared to the STAR Institute with books, paper, and writing instrument to study for the entire session.
 - 9. The team coach and/or academic advisor will be involved with arranging study hall and/or tutorial sessions.
 - 10. Students are not required to be enrolled during the fall term to be eligible to participate in baseball or softball during the spring season.
 - 11. Student athletes who fail to attend study hall in the STAR Institute will have consequences defined by the coaching staff and Vice President of Student Services.

The STAR Institute is located on the Decatur (Chasteen Student Center - Room 230) and Huntsville (Sparkman Building - Room 206) campuses. Many resources are provided, including one-on-one tutoring. Students can also attend group study sessions. STAR hours are Monday - Thursday, 8:00 am - 6:00 pm and Friday 8:00 am - 11:45 am. Evening tutoring hours Monday - Thursday are available in the Math/ Science Lab from 6:00 pm - 8:00 pm. For more information, call (256) 306-2594.

- 12. Students may sign up for tutors on Tutor Trac in the MyCalhoun portal.
- 13. All student athletes are subject to random urinalysis drug testing.
- 14. Student athletes are expected to address all college personnel with respect.

SOCIAL MEDIA CODE of CONDUCT

Social Media is considered as any form of internet forums, blogs, podcasts, photographs, videos, and social bookmarking that can be found on public websites such as Twitter, Facebook, Instagram or Tumblr. As the user of such platforms, student-athletes are expected to conduct themselves with integrity and responsibility as members of their respective team. As a student-athlete, one must exhibit respectful behavior during all social media interactions, as well as display pride and respect for the college and community.

Any content that is shared must follow all acceptable social behaviors as addressed in the Student Athlete Code of Conduct Handbook. Any malicious use of social media platforms will not be tolerated. Violations of this policy will be subject to investigation and could further result in disciplinary action.

Such behavior includes:

- 1. Offensive language or remarks regarding fellow athletes, students, coaches, administrators, faculty and staff of Calhoun Community College or any other college or university.
- 2. Demeaning statements or threats that could potentially endanger the safety of another person.
- 3. Incriminating photos or statements regarding illegal criminal behavior, underage drinking use of illegal drugs, sexual harassment or violence.
- 4. Indicating knowledge of any acts listed above.

ALCOHOL/DRUGS

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) as outlined by the *Code of Alabama*, unless the student has a valid prescription for the use of the respective controlled substance is prohibited on campus, or at any athletic event. It is illegal for a person under the age of 21 to consume or possess alcohol in the state of Alabama. Public intoxication, on or off campus, is a violation of the Calhoun Athletic Department and will result in disciplinary action, which may include suspension and dismissal from the athletic program. Any student- athlete who is cited for a Drinking Under the Influence (DUI) charge will be suspended from athletic competition and will abide by the current ACCC drug policy. See page 25.

TOBACCO FREE POLICY

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons

to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, the College has established a tobacco-free environment on its campuses and in college vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officer for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any visitor or contractor found to be violating this policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police.

STUDENT FINES

Any Calhoun student found to have violated this policy shall be subject to the following fines: 1st ticket - \$25.00 fine, 2nd ticket - \$25.00 fine.

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice-President for Student Services, Dr. Patricia Wilson.

EMPLOYEE FINES

Any Calhoun employee found to have violated this policy shall be subject to the following fines: 1st ticket – Warning, 2nd ticket - \$25.00 fine.

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice President for Instruction and Student Success.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

WEAPONS POLICY

Calhoun Community College prohibits all firearms on campus or at athletic activities.

“Honesty and integrity is an important part of our character, my character.”
— Nick Saban

“To be an over-achiever, you have to be an over-believer.”
— Dabo Swinney

MINIMUM STANDARDS FOR PARTICIPATION

Calhoun Community College offers team sports in the areas of baseball and softball. In order to become a member of these teams, each individual must meet certain minimum standards. The coach will make the final decision as to the individuals who make the teams based upon the minimum standards for participation listed below.

BASEBALL/SOFTBALL

INFIELDERS

1. Have the physical ability to catch a ball
2. Have the arm strength to throw a base runner out
3. Have the mobility to get to a ground ball or a fly ball
4. Have the ability to make quick decisions

OUTFIELDERS

1. Have the running speed to cover a large area
2. Have the physical ability to catch a ground ball or fly ball
3. Have the arm strength to throw from the outfield to home plate or other bases
4. Have the ability to judge a fly ball “off of the bat”
5. Have the ability to make decisions as to where to throw the ball

CATCHERS

1. Have the arm strength to throw a base runner out when trying to steal a base
2. Have the ability to catch a ball thrown by a pitcher
3. Have the ability to catch a “pop up”
4. Have the quickness and mobility to play the position
5. Have the ability to make decisions and be a leader on the field

PITCHERS

1. Have the control to throw strikes and control the speed of the ball

2. Have the ability to get batters out
3. Have the arm strength to throw a ball hard
4. Have the ability to throw different types of pitches
5. Have the ability and mobility to field the position
6. Have the ability to make quick decisions on the mound

BATTERS

1. Have the ability to hit a ball
2. Have the speed and quickness to run the bases
3. Have the ability to slide into bases
4. Have the ability to make quick decisions

GOLF

MEN'S & WOMEN'S TEAM STANDARDS

1. Tournament competition experience is looked upon very strongly
2. Work ethic in classroom and on-course
3. Character and Attitude is of high standard
4. Scoring average 70-85

ESPORTS

1. Have the ability to make quick decisions
2. Have the ability to focus on a rapidly changing gaming environment.
3. Have serious work ethic in the classroom and in Esports.
4. Ability to play games competitively while maintaining a respect for all participants.
5. Comprehensive knowledge of the equipment that goes with participating in Esports (console/PC functions, use of mouse & keyboard/console controllers, proper uses of the equipment, etc.)

ALL PLAYERS ARE EXPECTED TO HAVE A STRONG WORK ETHIC, FOLLOW INSTRUCTIONS, AND RESPECT ALL TEAMMATES, MANAGERS, AND COACHES.

ATHLETIC CODE OF CONDUCT

CONDUCT EXPECTATIONS

The College assumes that entering student athletes are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Student athletes are treated in accord with this belief.

The College reserves the right to dismiss any student athlete or member of the Athletic Department staff whose on-or-off campus behavior is considered undesirable or harmful to the College. Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. Athletes found in possession of alcohol or non-prescription drugs will be arrested and held until a parent(s) or guardian(s) can be notified.

For the protection and convenience of all student athletes and the community, regulations prohibit disorderly conduct either on the campus or in the classroom. Student athletes participating in any unauthorized mass demonstration, or whose presence and/or actions constitute a general disturbance, or who fail promptly to obey any order to disperse given by any college official or by any duly constituted law enforcement officer, are subject to immediate suspension from the College. Reasonable quiet shall be maintained at all times in and around the College buildings. Possession of weapons on the campus is prohibited.

Student athletes conducting themselves in such a manner as to disturb or disrupt a class will be told by the instructor to leave the classroom. The student athlete may return to class as soon as he/she is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student athlete to meet with the Vice President of Student Services.

The College Policies and Regulations are located in the current College Catalog and Student Handbook beginning on page 260 with pertinent information for all students:

TOPIC	PAGE(S)
CODE OF CONDUCT	261-263
Misconduct defined. A student shall be subject to disciplinary action by the college for: any form of dishonesty, including cheating, plagiarism, or furnishing false information to the college.	
DISCIPLINARY ACTION	265-266
INTELLECTUAL PROPERTY FOR STUDENTS	266
COMPUTER USE POLICY	266-268
STUDENT COMPLAINT PROCESS	268-269
STUDENT GRIEVANCE PROCEDURES	269-274

STUDENT RESPONSIBILITIES

1. You must complete all application forms accurately and submit them on time to the proper department(s).
2. You must provide accurate information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense .
3. You must return all the necessary documentation, verification, corrections, and/or new information requested by the Athletic Department or other collegiate office.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must be aware of and comply with deadlines for application for aid.
6. Work-Study recipients must not complete any work-study assignments during classes, scheduled practice, or games.
7. Work-Study recipients are responsible for having their timesheets signed and in the Office of Student Financial Aid on the 20th of each month unless otherwise directed.

Additional information may be obtained from Dr. Nancy Keenum, Athletic Director.

CLASS ATTENDANCE

Your education comes first, athletics second, and everything else follows in the chain. Regular class attendance is important to gain and demonstrate competency in course concepts and skills. Students are expected to accept responsibility for class attendance and to complete in-class work assignments and examinations as scheduled by the instructor. Some programs require attendance for program accreditation or certification. Students should consult departmental policies or guidelines for details. Student athlete absences for game participation must be kept to a minimum. **THE STUDENT ATHLETE IS RESPONSIBLE FOR CLASS ACTIVITIES MISSED DURING ANY ABSENCE. IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR IN REGARD TO MISSED ASSIGNMENTS OR TESTS FOR GAME ABSENCES.**

CALHOUN COMMUNITY COLLEGE ATTENDANCE POLICY

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus establishes the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should **FIRST** consult their instructor and, if necessary, the department chairperson before contacting the dean.

If a student fails to officially withdraw from a course, this could result in a grade of F and adversely impact financial aid.

FINAL EXAMINATION ATTENDANCE

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional/departmental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

A student-athlete's eligibility may be jeopardized if a student receives a withdrawal (W) in a course. It is imperative that all student-athletes complete all assignments/tests missed in a timely manner.

WITHDRAWAL POLICY

A student-athlete's eligibility may be jeopardized if a student receives a withdrawal (W) in a course. It is imperative that all student-athletes complete all assignments/tests missed in a timely manner.

Student athletes are not permitted to withdraw from a course without permission from Mrs. Gina Loosier, the athletic academic advisor, AND the team coach. The coach/academic advisor requires written verification/documentation from the instructor. If a student-athlete receives permission to withdraw from the course, the student-athlete will be required to complete the course the following semester. **The student-athlete will be required to pay for future classes as a result of the withdrawal.**

Gina Loosier will complete the withdrawal process for all student-athletes, once approved by the academic advisor/coach.

ATHLETIC CODE OF CONDUCT

An athletic code of conduct has been established in order to inculcate discipline, teamwork, team pride, good sportsmanship, establish leadership, establish a respect for rules and authority, and to eliminate disruptive influences. Academic eligibility and academic standards of progress must be maintained. Failure to maintain eligibility and academic standards will result in the athlete not participating in games or practice as stipulated by the coach and the Athletic Department.

PRACTICE

1. Your attitude in practice is expected to be one of hustle, desire, and respect.
2. Promptness at all practices and team meetings is required. Continued violations may result in dismissal from the team and loss of your scholarship.
3. Managers are an extension of the coach. They are expected to be treated with the same respect as the coaches.

COMPETITION

1. You are representing Calhoun Community College in different communities, cities, and towns. The only impression many of these people will have of Calhoun Community College is the one they form as we pass through their city. Conduct yourself in a way that will bring honor to yourself and this institution.
2. Transportation will be provided for road games. All players and managers will leave on the bus and return on the bus.
3. Arrival and departure times will be determined by the coach. If you are late, you will be left behind.
4. Team travel attire or uniforms will be worn on all trips unless directed by the coach. Student athletes may be asked to wear dress clothes on occasion.
5. Any athlete or manager suspended from the team will not be allowed to travel with the team or sit on the team bench.

NJCAA CODE OF CONDUCT

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region standards and ethics committee.

- A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

BEHAVIOR

Coaches, players, and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, and administration and student body. As such they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules regulations

and penalties as stated in the NJCAA handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA handbook. Unacceptable forms of behavior include but are not limited to: Fighting, taunting, inappropriate celebration, disrespectful attitude toward opponents, officials, tournament administrators, use of profane and vulgar language, use of tobacco and/or alcohol, disrespectful attitude toward host hotel personnel, and unlawful activities.

DEROGATORY COMMENTS

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student athletes or spectators against officials.

REPORTING

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his designee. Procedures and Penalties may be found in the NJCAA Handbook. See Dr. Keenum for more information.

ATHLETIC INSURANCE INSTRUCTIONS

The Alabama Community College Conference maintains a sports accident insurance policy for all covered athletic injuries. This policy in in excess to any other valid and collectible insurance – it is a secondary policy and all claims must be submitted to the athlete's primary insurance first. Please send this with the student-athlete any time medical expense is incurred. This will help decrease the amount of time it takes to adjudicate a claim.

1. An injury report must be submitted (appendix) by Coach;
2. Submit medical charges to any other insurance policy the patient is covered under first (regardless of whether the patient is the primary member or a dependent);
3. Once primary insurance claim is processed, submit the itemized bill and primary carrier statement to the athletic office.

**BMI Benefits, LLC
P.O. Box 511
Matawan, NJ 07747
1-800-445-3126
www.bobmccloskey.com**

**Group Name: Alabama Community College Conference
School: Calhoun Community College**

3. Payment will be made directly to the medical provider, unless otherwise requested.

Disclaimer: Claims submitted under the Alabama Community College Conference coverage are subject to all policy limitations and exclusions. This instruction sheet is not a guarantee of payment. It is intended only to facilitate submission of claims.

HOW TO FILE A CLAIM:

1. Complete this form within 90 days.
2. Attach Itemized Bills and Primary Carrier Statements
3. Mail to: BMI Benefits, LLC, P.O. Box 511, Matawan, NJ 07747 800-445-3126 (P) 732-583-9610 (F)

ANY PERSON WHO KNOWINGLY AND/OR WITH INTENT TO INJURE, DEFRAUD OR DECEIVE AN INSURANCE COMPANY OR OTHER PERSONS FILES A STATEMENT OF CLAIM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION, MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO CRIMINAL AND SUBSTANTIAL CIVIL PENALTIES.



This part must be completed and signed by an official of the policyholder or the claim cannot be processed

PART 1A: POLICYHOLDER			
School/Organization		Policy#	
School Mailing Address		City, State, Zip	
Injured Person's Name		Birth date	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Injury	Time	Type of Sport	Part of body injured
How did injury occur?			
Sport Designation: Intercollegiate <input type="radio"/> Intramurals <input type="radio"/> Practice <input type="radio"/> Game <input type="radio"/> Other <input type="radio"/>			
At the time of the injury, was the injured involved in an activity sponsored and supervised by the policy holder? YES <input type="radio"/> NO <input type="radio"/>			
Name of Supervisor		Was he/she a witness to the accident?	YES <input type="radio"/> NO <input type="radio"/>
Signature of Supervisor/Official		Title	Date

PART 1 B: INJURED PERSON'S INFORMATION	
THE INJURED PERSON'S SOCIAL SECURITY NUMBER MUST BE PROVIDED AS REQUIRED BY THE CENTER FOR MEDICARE SERVICES	
Injured Person's Social Security Number	
Injured Person's Home Address (Street, City, State, Zip)	
Is the injured Person Employed? YES <input type="radio"/> NO <input type="radio"/> If yes, please fill out Section A below.	
Is the injured Person Married? YES <input type="radio"/> NO <input type="radio"/> Spouse's Name	
Is the Spouse Employed? YES <input type="radio"/> NO <input type="radio"/> If yes, please fill out Section B below.	
Are you covered by any other insurance policy, either as a dependent, group, individual, automobile medical or liability YES <input type="radio"/> NO <input type="radio"/>	
If Yes: Name of Insurance Carrier Policy #:	

PARENT/GUARDIAN INFORMATION	
Father/Guardian Name	Mother/Guardian Name
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Home Phone	Home Phone
Is the Father Employed? YES <input type="radio"/> NO <input type="radio"/>	Is the Mother Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION A (INSURED/FATHER)	SECTION B (SPOUSE/MOTHER)
Employer	Employer
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Business Phone	Business Phone
Insurance Company Policy#	Insurance Company Policy#

MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS:

You are hereby authorized to furnish at the request of and to BMI Benefits, LLC or the underwriting companies with which it works, information which you may possess; including findings and treatment rendered, X-rays and copies of all hospital and medical records, all occasioned by professional services and hospital care rendered on my behalf. The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A Photostat of this authorization shall be considered as effective and valid as the original, PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Claimant or Authorized Person's Signature	Date
---	------

CLAIM FORM FRAUD STATEMENT

FOR RESIDENTS OF ALL STATE OTHER THAN THOSE LISTED:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

ARIZONA: For your protection, Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

CALIFORNIA: For your protection, California law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

COLORADO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the department of regulatory agencies.

FLORIDA: WARNING - Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

NEW HAMPSHIRE: Any person who with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

NEW JERSEY: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

VIRGINIA: PLEASE NOTE that these fraud warnings **DO NOT** apply in the State of Virginia.

STATEMENT OF NO OTHER INSURANCE

I, NAME OF INSURED, declare that I was not covered by any other insurance policy, through myself or my parents for the accident dated _____.

Should any insurance become effective during my treatment, I will notify BMI Benefits and forward all eligible bills to the new carrier. I understand BMI Benefits coverage is in excess to all other insurances and will pay after all collectible insurance.

I understand that if any of these statements are false, it could deem my claim ineligible.

Insured Signature (or Parent Signature if insured is a minor)

Date

FRAUD WARNING:

ANY PERSON WHO KNOWINGLY AND/OR WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE AN INSURANCE COMPANY OR OTHER PERSONS, FILES A STATEMENT OF CLAIM CONTAINING FALSE, INCOMPLETE, OR MISLEADING INFORMATION MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO CRIMINAL AND SUBSTANTIAL CIVIL PENALTIES.



P.O. Box 2216 | Decatur, Alabama 35609-2216 | 256-306-2500 | www.calhoun.edu

CLAIM FOR UNINSURED MEDICAL COSTS OR PERSONAL PROPERTY DAMAGE ON INSTITUTION PROPERTY

1. Name of Claimant: _____

2. Mailing Address of Claimant: _____

3. Home Telephone Number: _____

4. Business Telephone Number: _____

5. Date of Accident or Injury: _____

6. Where did injury or damage occur? _____

7. Statement of facts (attach accident/incident report) _____

8. Is this claim made for:

- a. Uninsured medical expenses? Yes _____ No _____
Was this an on-the-job injury? Yes _____ No _____
Amount: \$ _____
Do you have insurance? Yes _____ No _____

All medical expenses must be submitted to your insurance company. Attach documentation to support the amount claimed, such as itemized bills and insurance company statement(s) showing the expenses that have been filed and the amount paid or payable by insurance.

b. Permanent disability? Yes _____ No _____

Amount: \$ _____

Describe: _____

Attach detailed statement by doctor or vocational expert describing extent of disability.

c. Damage to personal property? Yes _____ No _____

Amount: \$ _____

Attach bills, receipts, etc. to substantiate amount claimed. If automobile, attach two estimates of repair costs.

Describe property: _____
(year/make/model of vehicle, watch, eyeglasses, clothing, etc.)

Do you have insurance that would cover all or part of the damage? Yes _____ No _____

Amount of coverage: \$ _____ Deductible: \$ _____

Have you filed for coverage to which you are entitled under your policy? Yes _____ No _____

d. Miscellaneous/Other expenses? Yes _____ No _____

Explain: _____

Attach documentation to substantiate.

TOTAL AMOUNT CLAIMED (Combine A/B/C/D): \$ _____

No part of this claim has been assigned by me and no amount has been paid to or received by me in payment for any damages/injury complained of herein except as set out as follows: (list amounts received from insurance of any other sources)

Signature of Claimant

Date



**CALHOUN WARHAWKS
FALL 2020 BASEBALL**

DATE	TEAM	LOCATION	TIME
Thursday, September 18	JUCO Showcase	Troy University	
Friday, October 2	Central Alabama	Alexander City	TBA
Friday, October 16	Lawson State	Birmingham	TBA
Friday, October 30	Shelton State	Tuscaloosa	TBA
Friday, November 6	Lawson State	Hoover Met Complex	TBA



**CALHOUN WARHAWKS
FALL 2020 MEN'S GOLF**

DATE	TOURNAMENT	HOST	COURSE	TIME
September 13-15	Dan York Memorial	Wallace State	Cross Creek Golf Course, Cullman, AL	TBA
September 22-24	Region Preview Tournament	Wallace State	Musgrove Country Club Jasper, AL	TBA
October 18-20	Tom Flowe Memorial Golf Tournament	Calhoun Community College	Burningtree Country Club Decatur, AL	TBA
October 25-27	Jeff State Invitational	Jefferson State	RTJ Trail Oxmoor Valley Birmingham, AL	TBA



**CALHOUN LADY WARHAWKS
FALL 2020 SOFTBALL**

DATE	TEAM	LOCATION	TIME
Saturday, September 19	Alabama A&M	Decatur, AL	11:00 AM 2:00 PM
Saturday, September 26	Coastal Alabama North	Decatur, AL	11:00 AM 2:00 PM
Saturday, October 3	UNA Playdate	Florence, AL	TBA
Saturday, October 10	Tera Ross Memorial Tournament	Choccolocco Park, Oxford, AL	TBA
Saturday, October 17	Coastal Alabama North	Monroeville, AL	11:00 AM 2:00 PM



**CALHOUN LADY WARHAWKS
FALL 2020 WOMEN'S GOLF**

DATE	TOURNAMENT	HOST	COURSE	TIME
September 20-22	Wallace State Invitational	Wallace State	Cross Creek Golf Course, Cullman, AL	TBA
October 25-27	Jefferson State Invitational	Jeff State	RTJ Oxmoor Valley, Birmingham, AL	TBA

ATHLETE SUMMER BOOKS AGREEMENT

STUDENT NAME _____ A# _____

Address Line 1: _____

Address Line 2 (optional): _____

City _____ State _____ ZIP _____

I understand that as an Athlete, I am responsible for a \$7.00 shipping charge to have my books mailed to me for Summer Semester. I understand that my books are on loan from the Athletics department and that I am responsible for turning in my books to the Athletics department on or by _____. I understand that if I am not able to return the books in person, I am responsible for any shipping costs to mail my books back to the Athletics department.

Signature _____ Date _____

ATHLETIC WITHDRAWAL FORM

STUDENT NAME _____ A# _____

SPORT _____ DATE OF WITHDRAWAL _____

REASON FOR WITHDRAWAL _____

CLASS INFORMATION

COURSE _____ INSTRUCTOR _____

CURRENT GRADE _____ INSTRUCTOR SIGNATURE _____

COACH/ADVISOR APPROVAL

APPROVE WITHDRAWAL? YES NO

APPROVE WITHDRAWAL? YES NO

COACH'S SIGNATURE _____

ATHLETIC ADVISOR'S SIGNATURE _____

**** Withdrawal Policy: Student athletes are not permitted to withdraw from a course without permission from Ms. Gina Loosier, athletic academic advisor, AND the team coach. The coach/academic advisor requires written verification/documentation from the instructor. If the student-athlete receives permission to withdraw from the course, the student-athlete will be required to pay for the class if he/she chooses to take the class at a later date. Calhoun athletic scholarships do no pay to repeat a class from a previous withdrawal.**

STUDENT SIGNATURE _____ DATE _____

ACCC DRUG EDUCATION and TESTING POLICY, 2020-2021

INTRODUCTION

POLICY OVERVIEW

The following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

PURPOSE AND MISSION

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished. The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

1. Protect the health, safety, and welfare of our student-athletes;
2. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

PREVENTION AND EDUCATION

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:

1. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;
2. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
3. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
4. Conduct a drug and alcohol education program for student-athletes at least twice a year; and
5. Provide student-athletes and potential student-athletes with resources that will enhance their education of drug and alcohol use and abuse, such as:
 - a. NCAA website -www.ncaa.org/health-safety;
 - b. Dietary Supplement Resource Exchange Center website www.drugfreesport.com

These educational programs will be designed to:

1. Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
2. Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
3. Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
4. Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;
5. Identify rehabilitation programs as well as referral centers; and
6. Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.

Failure by a student-athlete to attend these educational sessions shall be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.

TESTING TO PROVIDE A TIMELY DIAGNOSIS

CONSENT TO PARTICIPATE

As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.

Student-athletes that are under the age of majority in Alabama (18) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.

PROHIBITED DRUGS/SUBSTANCES

The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.

Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student-athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.

TYPES OF DRUG TESTING PROCEDURES

The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing. Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

1. UNANNOUNCED RANDOM TESTING

All student-athletes who have signed the ACCC drug testing consent form (Appendix A) are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab.

Random individual and/or random team testing will be done at least twice a semester (fall and spring). Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.

The unannounced random drug testing will be conducted on a zero to 24 hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.

2. FOLLOW-UP TESTING

A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

NOTIFICATION AND REPORTING FOR COLLECTIONS

The student-athlete will be notified of and scheduled for testing by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student-athletes shall provide picture identification when entering the drug testing station.

SPECIMEN COLLECTION PROCEDURES

All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found in Appendix B. Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three hour time frame. An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.

REPORTING RESULTS

All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance. Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner. Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete (Appendix A)

MEDICAL REVIEW OF POSITIVE TEST RESULTS

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
2. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the

student-athlete an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible.

SANCTIONS

A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy.

Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy.

These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

FIRST OFFENSE

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of all regularly scheduled games and/or dates during the current regular and/or postseason season or the subsequent regular season if the confirmed positive test occurs during the off-season. If the confirmed positive test occurs at such a time that the suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
5. While serving his/her suspension, the student-athlete will not be allowed to participate in practices and team workouts.
6. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
7. A student-athlete must receive a negative follow-up

drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.

8. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
3. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT OTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

APEAL PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the college to

perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

ALCOHOL POLICY

Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). As such, the ACCC views the use of alcohol to be incompatible with the goal of athletic excellence. A student-athlete who is caught on or off campus with any type of alcohol violation (i.e., MIP, DUI/OWI, supplying a minor) will be suspended for 10% of the regular and/or postseason schedule.

ENFORCEMENT OF ACCC DRUG EDUCATION AND TESTING POLICY

The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

NOTIFICATION OF CONFIRMED POSITIVE DRUG TEST RESULTS

The ACCC must be notified of all confirmed positive drug test results within 24 hours of member institutions being notified of such results. Colleges failing to notify the ACCC of confirmed positive drug tests will be fined \$500 on the first occurrence, and will be ruled ineligible for postseason play in all sports on the second occurrence.

RANDOM AUDITS BY ACCC OFFICIALS

The ACCC will randomly audit 25% of the teams during the athletic year. At the time of the audit, member institutions will have 48 hours to deliver all drug test results to the ACCC Commissioner for review. Institutions will be

deemed in non-compliance if:

1. Drug test results are not submitted within the 48hour timeframe; or
2. After review of materials submitted, teams are found to not be in compliance with the ACCC's Drug Education and Testing Policy.

SANCTION FOR NON-COMPLIANCE

Schools not in compliance with the ACCC's Drug Education and Testing Policy will be fined \$500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence.

If member institutions have teams that do not qualify in the current year for postseason play, those teams will be ineligible the following year.

**PREPARTICIPATION PHYSICAL EVALUATION
PHYSICAL EXAMINATION FORM**

Name _____ Date of birth _____

PHYSICIAN REMINDERS

1. Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (questions 5-14).

EXAMINATION		<input type="checkbox"/> Male <input type="checkbox"/> Female
Height	Weight	
BP	Pulse	Vision R 20/ L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only)*		
Skin • HSV lesions suggestive of MMSA, linea corporis		
Neurologic*		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

*Consider GU exam if in private setting. Having third party present is recommended.

*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
 - For any sports
 - For certain sports _____
- Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/typo) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction
 Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared
 Pending further evaluation
 For any sports
 For certain sports _____
Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____
Address _____ Phone _____
Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____
Name _____ Date of birth _____
Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.
 Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
DONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.
Signature of athlete _____ Signature of parent/guardian _____ Date _____



Appendix B
COVID-19 Pre-Physical Form

Name: _____ Date: _____

Best phone number to contact: _____ e-mail: _____

____ Yes ____ No Have you travelled outside of Alabama within the last 14 days?

Locations: _____

____ Yes ____ No Temperature > 100.4 ____ Recorded Temperature

____ Yes ____ No Have you had contact* with a person with a confirmed case of COVID-19?

____ Yes ____ No Have you had contact* with a person with a suspected case of COVID-19?

***Contact is defined as less than 6 feet separation for more than 15 minutes without adequate personal protective equipment.**

____ Yes ____ No Have you had a fever within the last 14 days?

____ Yes ____ No Have you had a forceful dry cough or productive cough within the last 14 days?

____ Yes ____ No Have you had difficulty breathing or shortness of breath within the last 14 days?

____ Yes ____ No Have you had chills or repeated shaking with chill within the last 14 days?

____ Yes ____ No Have you had new unexplained muscle pain within the last 14 days?

____ Yes ____ No Have you had new or atypical headache for you within the last 14 days?

____ Yes ____ No Have you had nausea, vomiting or diarrhea within the last 14 days?

____ Yes ____ No Have you had a sore throat within the last 14 days?

____ Yes ____ No Have you been tested for COVID-19 in the last 2 weeks?

____ Yes ____ No Have you had a recent sudden loss of taste or smell?

Additional Notes:

Advice given: ____ To physician for evaluation ____ Conservative treatment, low suspicion for COVID

____ Minimal Symptoms, testing not indicated per ADPH guidelines. Conservative treatment.

STUDENT ATHLETE CONSENT

NOTICE: AFTER READING THE 2020-2021 ATHLETIC HANDBOOK, PLEASE SIGN THIS FORM AND RETURN IT TO THE ATHLETIC OFFICE BY **MONDAY, AUGUST 31, 2020.**

YOU CANNOT PARTICIPATE IN ANY GAMES UNTIL THIS FORM IS ON FILE.

I have carefully read and fully understand the information printed in the 2020-2021 Athletic Handbook and agree to abide by all the guidelines presented by the Calhoun Community College Athletic Department. I understand if I am not involved on a sports team, I will return all equipment and attire assigned to me within one (1) week.

I agree and consent for my Coach/Athletic Director/Athletic Academic Advisor to distribute unofficial copies of my transcripts to 4-year colleges and university athletic personnel by request. I understand and agree for my Coach/Athletic Director/Athletic Academic Advisor to discuss my academic progress with my parents/guardian. I further agree that Calhoun Community College may release pertinent athletic information to the media.

**ALABAMA COMMUNITY COLLEGE CONFERENCE
CONSENT TO DRUG TESTING & ACKNOWLEDGEMENT
OF STUDENT-ATHLETE DRUG TESTING POLICY**

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to the ACCC Commissioner, the College's Athletic Director, Head Coach, and college President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

DATE: _____ STUDENT-ATHLETE SIGNATURE: _____

WITNESSED: Coach/Athletic Director

STUDENT/ATHLETE'S PRINTED NAME

PARENT/LEGAL GUARDIAN SIGNATURE
(if under 18 years of age)



calhoun.edu/athletics